

Site Plan Review Application

Purpose:

Pursuant to Section 5.2 and the Act [§4407(5)], Site Plan Review shall apply to all permitted uses as designated in Article 2, excluding one and two family dwellings, residential accessory uses or structures (including home occupations within a single or two-family dwelling, home child care facilities, group homes occupied by 6 or fewer clients/residents), sign, agriculture and/or forestry. Site plan general standards apply to all conditional uses and do not require separate review. Within the Central Business District (CBD), all uses and changes of use that do not involve new construction and/or the expansion of existing structures resulting in an increase in interior floor space are specifically exempted from site plan review. The Development Review Board may impose conditions with respect to adequacy of traffic access and circulation; provision of parking and loading facilities; bicycle and pedestrian access; landscaping and screening; provision of adequate surface drainage; lighting; and outdoor storage or display. Applicants are requested to provide the following information at the hearing and should be prepared to illustrate their responses using the site plan. The Development Review Board may require additional information at the hearing or by written request in order to determine whether the project conforms to local bylaws.

General Project Description:

Name of applicant(s) _____

Location of Property _____

Size of lot _____ acres Size of proposed new structure _____ sq. ft.

Size of existing structure _____ sq. ft. Height of proposed structure _____ ft.

(Indicate total sq. footage)

Current use _____

Proposed use _____

General description of topography of the site:

Existing feature of the site including wetlands, views, exposure, tree line, rivers/streams/ponds, ledge outcroppings, power lines, right-of-ways, etc.:

Land uses on properties adjacent to the site:

north _____

south _____

east _____

west _____

Other comments/notes on general project description:

Safety and Efficiency of Traffic Access; Bicycle & Pedestrian Access:

Describe the number and location of entrances to and exits from the property including those that currently exist and those proposed. Include access for pedestrian and bicycle traffic.

Number of access points _____

What town or state highways does the site access? _____

Distance to nearest intersection _____

At what angle do proposed accesses meet any right-of-way? _____ degrees

What is the site distance in each direction for vehicle leaving the site?

_____ ft. to left _____ ft. to right

Width of access(es) _____ ft. Surface type _____

Has an access permit been secured? _____ yes _____ no

Are there easements required to ensure access? _____ yes _____ no

Describe: _____

Describe current and proposed pedestrian/bicycle access. Will the project be designed to connect to existing or planned paths and/or sidewalks?

Will project increase traffic? _____yes _____no

If so, describe to the best of your ability, where and how much?

Describe existing traffic problems in the area surrounding the project:

Are there improvements proposed to existing accesses or intersections as part of this project?__yes__no

If so, describe:

Other comments/notes on traffic access:

Traffic Circulation and Loading Facilities:

Describe the location, surface type and dimensions of proposed internal roadways, and walkways for the project:

Describe the way in which both vehicle and pedestrian traffic will flow through the site:

How will the proposed traffic flow be achieved? (Describe pavement markings, signs, landscaping and other methods which will be used to direct traffic through the site and ensure safety for pedestrians.)

Describe the location of loading docks and service entrances. How will traffic delivery vehicles be incorporated with the customer/pedestrian traffic on the site?

What provision will be made for snow removal and/or storage?

Other comments/notes regarding traffic circulation:

Parking:

Estimate your project's need for parking by describing the number of employees and their schedules, customer needs and schedules, and area needed to parking delivery vehicles, etc. Include any circumstances which might affect the number of spaces required such as proximity to municipal parking, scheduling of employee shifts or business hours, type of business traffic expected, arrangements for shared parking with other businesses.

Proposed spaces:

_____Employees _____Public _____Handicapped _____Other _____TOTAL

Total area to be devoted to parking: _____sq. ft.

Size of spaces:

Location of spaces:

Surfacing of parking areas:

How will parking be controlled to ensure safe traffic circulation and emergency vehicle access?

What landscaping is proposed to screen parking areas from adjoining uses and break up large areas of paving?

Other comments/notes on parking:

Landscaping and Screening:

Briefly describe the appearance of any proposed structures - height, size elevation, color, surface texture - and discuss how new construction will fit within the context of the site and land uses on adjoining properties.

Describe your proposed landscaping plan including existing vegetation, topography, and natural features of the site.

If you propose changes in topography, describe the changes including current and final elevations.

Other comments/notes on landscaping/screening:

Stormwater and Drainage:

Describe existing storm water drainage pattern for the project site and adjoining properties.

What will be the estimated increase in runoff from project construction?

How will this increase in runoff be handled?

Describe specific measures to be used in controlling erosion on the site, both during and after construction.

Lighting:

Describe the number, type, height, and positioning of lighting fixtures to be used.

When will lights be on? When will they be turned off?

Will fixtures direct light onto adjacent properties, roads or public waters?

Outdoor Storage and Display:

Will trash storage/dumpster be located outside the building? (if yes, describe)

Will there be any outside storage of materials? (if yes, describe)

Will there be any outside storage of equipment? (if yes, describe)

Will there be outside storage of business vehicles? (if yes, describe how many and where)

Describe any screening of outside storage:

Performance Standards: (Refer to Section 4.10 of the Windsor Zoning Regulations)

Will your operations emit objectionable noise; vibration; smoke, dust, odor or other form of air pollution; heat, cold, dampness, mist, fog, precipitation, or condensation; electromagnetic or other disturbance; glare, light or reflection; liquid or solid refuse or wastes; undue fire, safety, explosive or other hazard?

Are any regulated or hazardous materials used in the business?